

Schedule of Classes Held in Computer Lab

2021 FALL
OCTOBER 4 – NOVEMBER 11

Registration for classes is only online. When you print this, select the option that “fits” on a page.

TO REGISTER FOR CLASSES, YOU MUST HAVE AN ACCOUNT ON THE REC'S AMILIA SYSTEM. If you don't, on your browser, type “gograpevine.com” and click on the orange “Register”, then click on “Create an account” and do what is requested.

IF YOU DO HAVE AN ACCOUNT, on your browser type: “gograpevine.com/activeadults”, then scroll down to the “COMPUTER CLASSES” category and select a class.

Problems? Please call the Active Adult desk at 817-410-3465



Free Computer Classes at Active Adults 55 and Better
The REC, 1175 Municipal Way, Grapevine, TX 76051 817.410.3465

Fall Semester Oct 4-Nov 12, 2021 NEWER CLASSES

Registration for classes is only online. To register, on your browser type "gograpevine.com/activeadults" then scroll down to "COMPUTER CLASSES".

Unless specified differently, all classes must have a minimum of 5 students.

Windows Fundamentals **Length: Six sessions**

When: Mon & Thurs, 12:30-3:30pm (Oct 4, 7, 11, 14, 18, 21) Taught by Pam Price, assisted by Stevie Dwyer & JoAnn Heinen

You will get a lot of practice with beginning word processing, creating files and folders, and developing your small and large motor skills (helpful with the mouse). The class will use Win 10 to teach the standard features that also come with Win 7 and Win 8. Thus, you can go home and practice these skills on your own computer even if you do not have Win 10. Our goal is to help you be successful and have fun with your computer. **Note: If you are lacking in keyboarding (typing) skills, we strongly encourage you to practice your keyboarding using an online website (Google – Free keyboarding lessons) to enhance your capability in Windows Fundamentals.**

Basic Classes Do Not Require the Successful Completion of Windows Fundamentals

How to use your iPhone: **Length: One session each**

Pre-Req.: Must have an iPhone 5 or newer, know how to make and answer phone calls, and listen to voice messages. Bring your iPhone to class fully charged along with your charging cord with USB connection.

When: Monday, 9am-12pm (Oct 4) Taught by Beverly Savage
OR Monday, 9am-12pm (Oct 11) Taught by Beverly Savage

This training is limited to 6 participants and requires no computer experience. In this class, learn how to adjust the volume and sounds and change a few other important settings. We will discuss backing up your iPhone and the importance and value of having an iCloud account. We will provide tips about using the phone features and settings, adding to *Favorites*, recommendations about entering *Contacts*, how to text and some texting tips, and a variety of ways to use Siri.

How to use your Android Phone **Length: Two sessions**

Pre-Req.: Must have an Android phone, Samsung preferably. Bring your Phone to class fully charged along with your charging cord. Must have a Google/Gmail address and know your password.

When: Wed & Thurs, 9am-12pm (Oct 6, 7) Taught by Roger Jones

This training is limited to 6 participants. In this class, learn how to adjust the volume and sound and change other settings. We will make sure your phone is set up to sync [backup], contacts, photos, and apps. We will discuss how to use the Google calendar, set up contacts, email, and photos. We will use Google Chrome on a computer to see what is on your phone.

iPhone Camera **Length: One session**

Pre-Req: Must have an iPhone. Bring your iPhone to class fully charged along with charging cable (with USB connection).

When: Tuesday, 9am-12pm (Oct 26) Taught by Pearl Dill, assisted by Gay Grissom

Are you ready to learn more about your iPhone camera? Your iPhone camera is a very sophisticated device. We will show you how to use some of the settings you may not be aware are available on your phone.

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Basic Classes Continued: Do Not Require the Successful Completion of Windows Fundamentals

Google Maps

Length: One session

Pre-Req.: Bring Gmail account and password to class.

To create Gmail account go to: accounts.google.com/signup

When: Wednesday, 9am-12pm (Oct 20) Taught by Roger Jones

Using Google Maps on your Android or iPhone, learn how to check traffic or find routes, restaurants, hotels, gas stations and other items on a map. In addition, we will save maps of routes we find and download maps of an area we are visiting without needing to be on the internet.

iPad Beginner Length: One session

Pre-Req.: Must be able to login to your device. Bring your iPad to class fully charged along with your charging cord.

When: Monday, 9am-12pm (Oct 25) Taught by Gay Grissom, assisted by Beverly Savage

This class will cover the basics of using an iPad. Some subjects to be covered: wake up and unlock, home screen, open apps, folders, organization of screens, gestures, control center, screen orientation, basic camera, personalize your iPad, and other subjects.

iPad Advanced Length: One session

Pre-Req.: Must have taken iPad Beginner. Bring your iPad to class fully charged along with your charging cord.

When: Wednesday, 9am-12pm (Oct 27) Taught by Gay Grissom, assisted by Beverly Savage

Must be able to login to your device and into your Apple account (Apple id).

This class picks up where the beginner class left off. We will start with a quick review of the basics and move on to various topics: editing photos, all the options inside of Notes, Safari and all it entails, all about Apps, and many other topics.

Photo Fun for Mobile Devices

Length: One session

Bring your device to class fully charged along with your charging cord. If your device is iPhone 11 or later, be sure your charging cord has a USB connection.

When: Thursday, 9am-12pm (Oct 28) Taught by Gay Grissom, assisted by Pearl Dill

Are your photos just taking up room on your phone, iPad, or Tablet? Let's make a collage, an invitation, a card, and other graphic items with those pictures. We will use a couple of apps and websites.

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Gmail Length: Three sessions

Pre-Req.: Requires Successful Completion of Windows Fundamentals.

Bring Gmail account and password to class.

To create Gmail account, go to: accounts.google.com/signup

When: Tue & Wed & Fri, 12:30-3:30pm (Oct 26, 27, 29) Taught by Carolyn Ernst

Even if you have been using email, there are undoubtedly many features that you don't use or have questions about. This class uses Gmail to teach you: proper email netiquette, using email address book including making distribution lists, successfully sending and receiving attachments (including photos and size limitations), forwarding messages without including previous addresses, recognizing the dangers of viruses, spyware and phishing, controlling spam and managing messages with folders and subfolders.

Windows 10 Files and Folders

Length: One session

Pre-Req.: Requires Successful Completion of Windows Fundamentals

When: Monday, 12:30-3:30pm (Oct 25) Taught by Dick Guckel

If you would like to be more efficient and productive saving, creating, and retrieving files and folders, this is the class for you. Did you know that you might create a folder within a folder? Find out what kind of files you can put in a folder. Learn more!

Windows 10 Photos

Length: Three sessions

Pre-Req.: Requires Successful Completion of Windows Fundamentals

Bring your camera or phone to class fully charged along with your charging cord. If your phone is iPhone 11 or later, be sure your charging cord has a USB connection.

When: Mon & Thurs & Mon, 12:30-3:30pm (Nov 1, 4, 8) Taught by Roger Jones, assisted Pearl Dill

Using the Photo software that comes with Windows 10, learn how to get photos from the camera or your phone to the computer, do basic editing such as cropping, removing redeye, getting the pictures to look better, resizing photos (including resizing for use in email). Learn how to print on your home printer or at the store.

Windows 10 Tips and Tricks: Length: Two sessions

Pre-req.: Requires Successful Completion of Windows Fundamentals

Using a computer with Windows 10 installed

When: Tue & Thurs, 12:30-3:30pm (Nov 9, 11) Taught by Roger Jones, Dick Guckel

Now I have a computer running Windows 10, what do I need to know? Learn where to find getting started video's, how to change the tiles on the Windows desktop, how to attach apps to the task bar or desktop, how to use the start button to find apps and other items. Security, account types, and backup options will be discussed. If you have a Windows 10 laptop, we recommend that you bring it to class.

Students experienced with a Mac, and who have used the Internet may sign up for the following classes when offered: All iPhone & Android classes, Genealogy: Deciphering Old HandWriting, Gmail, Google Drive and Apps: Introduction.

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Registration: **Amilia Online Only**

Monday	Tuesday	Wednesday	Thursday	Friday
<div>Oct 4</div> <div>How to use your iPhone Monday 9 am-12pm Beverly Savage</div> <div>Win Fundamentals 12:30-3:30pm Mon & Thurs Pam Price</div>	<div>Oct 5</div>	<div>Oct 6</div> <div>How to use your Android Phone 9am – 12pm Wed & Thurs Roger Jones</div>	<div>Oct 7</div> <div>How to use your Android Phone 9am – 12pm Wed & Thurs Roger Jones</div> <div>Win Fundamentals 12:30-3:30pm Mon & Thurs Pam Price</div>	<div>Oct 8</div>
<div>Oct 11</div> <div>How to use your iPhone Monday 9 am-12pm Beverly Savage</div> <div>Win Fundamentals 12:30-3:30pm Mon & Thurs Pam Price</div>	<div>Oct 12</div>	<div>Oct 13</div>	<div>Oct 14</div> <div>Genealogy:BrickWalls 9am – 12pm Thursday Pearl Dill</div> <div>Win Fundamentals 12:30-3:30pm Mon & Thurs Pam Price</div>	<div>Oct 15</div>
<div>Oct 18</div> <div>Win Fundamentals 12:30-3:30pm Mon & Wed Thurs Pam Price</div>	<div>Oct 19</div>	<div>Oct 20</div> <div>Google Maps 9 am-12pm Wednesday Roger Jones</div>	<div>Oct 21</div> <div>Win Fundamentals 12:30-3:30pm Mon & Thurs Pam Price</div>	<div>Oct 22</div>
<div>Oct 25</div> <div>iPad Beginner 9am-12pm Monday Gay Grissom</div> <div>Windows 10 Files & Folders 12:30-3:30pm Monday Dick Guckel</div>	<div>Oct 26</div> <div>iPhone Camera 9am-12pm Tuesday Pearl Dill & Gay Grissom</div> <div>Gmail 12:30-3:30pm Tue & Wed & Fri Carolyn Ernst</div>	<div>Oct 27</div> <div>iPad Advanced 9am-12pm Wednesday Gay Grissom</div> <div>Gmail 12:30-3:30pm Tue & Wed & Fri Carolyn Ernst</div>	<div>Oct 28</div> <div>Photo Fun for Mobile Devices 9am-12pm Thursday Gay Grissom & Pearl Dill</div>	<div>Oct 29</div> <div>Gmail 12:30-3:30pm Tue & Wed & Fri Carolyn Ernst</div>
<div>Nov 1</div> <div>Win 10 Photos 12:30-3:30pm Mon & Thurs & Mon Roger Jones</div>	<div>Nov 2</div>	<div>Nov 3</div>	<div>Nov 4</div> <div>Win 10 Photos 12:30-3:30pm Mon & Thurs & Mon Roger Jones</div>	<div>Nov 5</div>
<div>Nov 8</div> <div>Win 10 Photos 12:30-3:30pm Mon & Thurs & Mon Roger Jones</div>	<div>Nov 9</div> <div>Windows 10 Tips & Tricks 12:30-3:30pm Tue & Thurs Dick Guckel & Roger Jones</div>	<div>Nov 10</div>	<div>Nov 11</div> <div>Windows 10 Tips & Tricks 12:30-3:30pm Tue & Thurs Dick Guckel & Roger Jones</div>	<div>Nov 12</div>
<div>Nov 15</div>	<div>Nov 16</div>	<div>Nov 17</div>	<div>Nov 18</div>	<div>Nov 19</div>